

Plainfield Board of Education Telephone User Guide

COMMON FEATURES (SET TYPES 6402D, 6408D, 6424D)

FEATURE	WHEN YOU WANT	PROCEDURE
OUTGOING CALLS	To place a local call	<ul style="list-style-type: none"> Press 9
	To place a long distance	<ul style="list-style-type: none"> Press 9 1 + Area Code + Number
CALL PICKUP (if applicable)	To pick up calls in hearing distance for others from your assigned call group	<ul style="list-style-type: none"> Press CALL PICKUP (Maybe hard key or in Menu) or dial 117
HOLD	To place call on hold	<ul style="list-style-type: none"> Press HOLD Light above the button flashes Red
	To answer another call	<ul style="list-style-type: none"> Press EXTENSION of incoming call
	To return a held call	<ul style="list-style-type: none"> Press EXTENSION of held call
TRANSFER	To send an existing call to another terminal	<ul style="list-style-type: none"> Press TRANSFER Dial number (Announce Call) Press TRANSFER
	To cancel if busy tone or no answer	<ul style="list-style-type: none"> Press EXTENSION of held call You are connected to held party
	To send an existing call to voicemail on the extension in which it was received	<ul style="list-style-type: none"> Press TRANSFER Press TRANS TO VM or dial 107 Press TRANSFER
CONFERENCE CALLS LIMIT 6 PARTIES	To add another party to call	<ul style="list-style-type: none"> Press CONFERENCE Dial number After party answers press CONFERENCE to join parties
	To drop last party added	<ul style="list-style-type: none"> Press DROP
	To return to other party after busy tone or no answer	<ul style="list-style-type: none"> Press EXTENSION
	To add holding call to a call already connected	<ul style="list-style-type: none"> Press CONFERENCE Press EXTENSION of held call Press CONFERENCE again

ADDITIONAL FEATURES

CALL FORWARD ALL CALLS	To activate the call forward all calls feature	<ul style="list-style-type: none"> Lift receiver Get a dial tone Press CALL FWD button or dial * 2 Dial extension number Hang up
	To deactivate the call forward all calls feature	<ul style="list-style-type: none"> Lift receiver Get a dial tone Press CALL FWD button or dial # 2 Hang up
SEND ALL CALLS TO VOICE MAIL OR COVERING EXTENSION	To activate the send calls feature	<ul style="list-style-type: none"> Lift receiver Get a dial tone Press SEND CALLS button or dial * 3 Hang up
	To deactivate the send calls feature	<ul style="list-style-type: none"> Lift receiver Get a dial tone Press SEND CALLS button or dial # 3 Hang up

ADDITIONAL FEATURES (cont.)

LAST NUMBER DIALED	To call last number dialed	<ul style="list-style-type: none"> • Lift receiver • Press REDIAL or dial *9
SPEAKER PHONE	To place a call	<ul style="list-style-type: none"> • Press desired button with receiver on hook • Press SPEAKER Light above the button turns Red
	To end the call	<ul style="list-style-type: none"> • Press SPEAKER Light above the button turns off or Hang up
	To mute Microphone	<ul style="list-style-type: none"> • Press MUTE Light above the button turns Red
MUTE	To unable the caller to hear you	<ul style="list-style-type: none"> • Press MUTE Light above the button turns Red
	To return to call	<ul style="list-style-type: none"> • Press MUTE Light above the button turns off

SPECIAL FEATURES (IF EQUIPPED)

DIAL INTERCOM	To call another party in your assigned intercom group	<ul style="list-style-type: none"> • Lift receiver • Press D-ICOM • Dial intercom number of party desired
	To disconnect call	<ul style="list-style-type: none"> • Press DROP or Hang up
DIRECT INTERCOM	To call another person	<ul style="list-style-type: none"> • Lift receiver • Press ICOM
	To disconnect call	<ul style="list-style-type: none"> • Press DROP or Hang up
EXCLUSION (if applicable)	To allow privacy if your number is bridged with another telephone	<ul style="list-style-type: none"> • Lift receiver • Dial desired extension • Press EXCLUSION
AUDIX	To check your voicemail messages	<ul style="list-style-type: none"> • Lift receiver • Press VOICEMAIL or dial 4400
DIRECTORY	To look through the directory of all internal extensions (6408/6424)	<ul style="list-style-type: none"> • Press DIRECTORY • Press keys on the number pad to spell Coworkers last name
	If you have a telephone without the Directory button but the phone feature is enabled (6402)	<ul style="list-style-type: none"> • Press FEATURE Light above the buttons turns Red • Press 5
NEXT	To scroll and see the next name in the directory	<ul style="list-style-type: none"> • Press NEXT
	If you have a telephone without the Next button but the phone feature is enabled (6402)	<ul style="list-style-type: none"> • Press FEATURE Light above the buttons turn Red • Press *
MAKE CALL	To call the number on display from the directory	<ul style="list-style-type: none"> • Press MAKE CALL
	If you have a telephone without the Make Call button but the phone feature is enabled (6402)	<ul style="list-style-type: none"> • Press FEATURE Light above the buttons turn Red • Press 0

DISPLAY EQUIPPED TELEPHONES FEATURES

DISPLAY FEATURE	WHEN YOU WANT	PROCEDURE
NORMAL (if applicable)	To display information about current call	<ul style="list-style-type: none"> Press NORMAL
	If you have a telephone without the Normal button but the phone feature is enabled (6402)	<ul style="list-style-type: none"> Press FEATURE Press #
INSPECT (if applicable)	To display information about a held or ringing incoming call while you are active on another call	<ul style="list-style-type: none"> Press INSPECT Press the EXTENSION the call appears on
	To exit the inspect mode	<ul style="list-style-type: none"> Press NORMAL

VOLUME ADJUSTMENT AND RING TONES

SPEAKER VOLUME	To adjust the volume of the speaker phone	<ul style="list-style-type: none"> Press SPEAKER Press VOLUME ▲ or VOLUME ▼
HANDSET VOLUME	To adjust the volume of the handset	<ul style="list-style-type: none"> Lift receiver Press VOLUME ▲ or VOLUME ▼
RINGER VOLUME	To adjust the volume of the ringer	<ul style="list-style-type: none"> While receiver is on the hook Press VOLUME ▲ or VOLUME ▼
RINGER PATTERNS	To adjust the ring tones of the telephone	<ul style="list-style-type: none"> While the receiver is on the hook Press CONFERENCE / RING
DISTINCTIVE RINGING	When you receive an Internal call	<ul style="list-style-type: none"> You will hear One ring
	When you receive an External call	<ul style="list-style-type: none"> You will hear Two rings

INDICATOR LAMPS

RED LAMP	The red (in use) lamp indicates which line you will be connected to when you hang up the receiver.	
GREEN LAMP	The green (status) lamp indicates any of the following	<ul style="list-style-type: none"> Dark – The line is free or the feature is not activated Steadily lighted – The line is in use or the feature is activated Flashing – You are receiving an incoming call Fluttering – You placed a call on hold Broken Fluttering – The feature can't be activated